App. F. IX-4

1949-50
(CB)

File No. 423-49

Serial Nos. 1-4

Previous References.

Later References.
Misc 100-53-1,2

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Four

Part B for Oct 1950

SUBJECT

Representation of the Secretariat Association regarding 50% of the places of Asst Secretaries to Gen'l Secretariat Service thereby open for promotion of Secretariat Staff.

General and Revenue Secretariat | File No. of 19 .

Serial No.

Letter dated 20th March 1950 from the President, Mysore Secretariat Association, Bangalore, requesting fifty percent of the places of Assistant Secretaries to Government being thrown open for promotion of Secretariat Staff.

Copies submitted to the Minister for Law & Labour and the Minister for Revenue and Public Works.

======

1. Under the existing sanctions, the scale of Under and Assistant Secretaries to Government, including the Registrar, General and Revenue Secretariat is fixed at 12 plus 4 and is alloted among the Civil Service, Non-Civil Service and other Service as follows and the posts are held by the officers noted against each:-

I. CIVIL SERVICE:- (5 plus 1 temporary)

(The scale includes the appointmen of the Private Secretary to the Chief Minister).

1. Sri G. Venkatakrishna Rao, Under Secretary to Govt., Home Department;
2. Sri G.A. Narayan Setty, Assistant Secretary to Govt., Revenue Branch;
3. Sri M. Malleshayya, Assistant Secretary to Governmen Industries & Commerce Branch;
4. Sri C. Ramaswamy, Registrar, General & Revenue Sectt;
5. Sri H.L. Nage Gowda, Assistant Secretary to Govt., Education Branch;
6. Sri H.M. Srinivasiya, Private Secretary to the Chief Minister.

II. NON-CIVIL SERVICE: (6 plus 3 temporary)

(The scale includes the appointment of Assistant Secretary, Dewan's Office).

1. Sri C. Nanjaraja Iyengar, Assistant Secretary to Govt Agriculture and Forest Branch;
2. Sri G. Ramachandra Rao, Assistant Secretary to Govt., Municipal Branch;
3. Sri G.S. Venkataramana Iyer, Assistant Secretary, O.O.D. as Secretary, Mysore Legislature.
4. Sri M. Rama Rao, Assistant Secretary, Medical Branch
5. Sri M.K.Ramanna, Assistant Secretary, Food and Civil Supplies Branch.

Note.—Contn. Sheet.

Serial No.

6. Sri P. Honnappa, Assistant Secretary, O.O.D. as Secretary, Traffic Board.

7. Sri K.M. Ramakrishniah, Assistant Secretary, Confidential Branch.

8. Sri B.V. Nanjundiah, Assistant Secretary, Local Boards.

9. Sri S. Krishnamurthy, Assistant Secretary, Financial Branch.

10. Sri S.G. Narasimhaiya, Assistant Secretary, Labour Branch.

11. Sri K. Shankaran Nayar, Asst. Secretary, Special Revenue Branch.

12. Sri P.S.K.Naidu, Assistant Secretary, Dewan's Office; (on leave preparatory to retirement from service).

III. OTHER SERVICE: (ONE)

Sri G. Natarajan, Under Secretary, Law Branch.

The following appointments of Assistant Secretaries are not included in the scales of Under and Assistant Secretaries of General & Revenue Secretariat;

(1) Sri M.K. Varadarajan, Assistant Secretary, Legislation;

(2) Sri H. Channaiya, Assistant Secretary, Public Works Secretariat (including Railway and Electrical).

2. The post of Assistant Secretary, Legislation is held by an Officer promoted from the subordinate ranks of the Secretariat whereas the post of Under Secretary, Law, is held by an Officer of the Judicial Department, and the post of Assistant Secretary, Public Works Department, is filled by an Assistant Engineer.

3. As may be seen from the above statement, there are at present 10 officers in the cadre of Under and

VD 06820--GPB--25,000—26-7-49

and ..... Secretaries to Government promoted from the subordinate ranks of the Secretariat*, and the proportion of the Non-Civil Service element to the Civil Service in the cadre is equal, if not higher.

*: omitting Sri Varadarajan and Sri P. S. K. Naidu

4. Two vacancies are expected to arise in the course of this year in the cadre of Non-Civil Service Assistant Secretaries, consequent on the decision of Government to permit Sri G. Ramachandra Rao and Sri M. Rama Rao to retire from service with effect from the 15th June 1950 and 16th October 1950, respectively.

5. The question of increasing the number of posts included in the Non-Civil Service Scale with a view to throwing them open to the subordinate ranks of the Secretariat is a question of policy. This has varied from time to time and from a strength of one or ~~kxx~~ two about 25 years ago, the Non-Civil Service element has risen to a number ~~of~~ almost equal to that held by the Civil Service, and other services together, and recently, has exceeded it. A more liberal policy has been adopted in recent years in making available more places for officials belonging to the subordinate ranks of the Secretariat. It is for Government to consider how far this policy has been successful and whether the selection so far made has justified their expectations ~~xxxxxxxxxx~~ and whether the request of the Secretariat Association to increase the number further may be acceded to.

6. In a general way, it may be stated that, with the changes in recent years in the composition of the Civil Service, the old distinction between the Civil Service and the Non-Civil Service has disappeared to a

Serial No.

a very large extent. Qualifications, training and experience being almost equal sometimes between the two sets of officers, it may be quite legitimate for Secretariat officials to expect that a larger number of gazetted posts should be alloted to them.

7. It is perhaps natural that each department should tend to become self-contained and be dissociated from the Civil Service. For one thing, the practice of including a large number of superior appointments belonging to the Secretariat and other departments in the Civil Service affords little or no scope for advancement to deserving officers in the subordinate ranks of the several departments. For another, with the change in the quality and homogeneity of the Civil Service, it is doubtful how far it may be expected to provide a trained staff for General Administrative work, in all departments. Although they lack the variety of training in executive appointments which the Civilian officers possess, Secretariat officers may have a decided advantage, sometimes, for Secretariat work over the Civil Service Officers as they are ordinarily better acquainted with Secretariat rules, records and procedure.

This is true to a good extent 16/6/4

8. It is not known what the practice is in the Central Government and in other State Governments as regards filling up vacancies in the cadre of Assistant Secretaries to Government; whether this is done by promotion from the subordinate ranks or by appointment of I.A.S. Officers or by a judicious combination of both and what arrangement is made for technical departments like the Public Works, Electrical and other similar departments. If it is considered

WD 06820—GPB—25,000—26-7-49

Serial No.

necessary the practice obtaining elsewhere may be ascertained.

4. The request of the Secretariat Association for an increased percentage of the places of Assistant Secretaries to Government being thrown open for promotion to the Secretariat Staff is for consideration and orders.

11.4.50. 10) It appears desirable to know obtained the practice that is being in the centre and in other State Govts. such as Madras and Bombay, in filling up the vacancies in the cadre of Asst. Secretaries to Govt and the proportion in which they are allotted to the officers of the subordinate ranks of the Secrt and to the K.A.S. officers. Information may also be obtained as to the procedure that is being followed in ~~passing~~ making arrangements for technical depts.

Chief Secy) TSNR 14/4/50

11) Please ascertain very early.

12) In the Central Secrt. there are very few cases of Secrt. officials going up to Gazd. ranks. While it is always desirable to pick out the best men

Representation of the Secretariat Association

File No. 922/CB of 19 .. | General and Revenue Secretariat

Serial No. (102)

who have the necessary aptitude etc. and promote them to gazd. ranks, it would be dangerous to accept the rule that all or the majority of posts shd be thrown open only to Secl. officials. It is unfortunately true that Qualification, training etc. of the two sets of officers are almost the same. But still, the "Civil Service" officers will have the experience of having worked in the Subdns., Districts, as PAs, DTO's, Magistrate etc, and that experience is very necessary to effectively to be dealt with the problems & questions arising in the Secl.

16/6/50

amk 17.4.50.

Submitted

13) Draft letter put up for approval.

14) Issue amk 17.4.50.

17.4.50.

Issued letter No. 813-814/CB dated 19th April '50 to the Secretary to Govt of India in Ministry of States and to the Chief Secretary to the Govt of Madras. Sus.

Letter No. 1829/50-1 dt 1.5.50 from the Chief Secy. to the Govt. of Madras forwarding a copy of the rules governing the conditions of service, appointment etc. of

(92)

General and Revenue Secretariat

Representation of the Scott-Association

File No. 222 CB 580 [App. F. III-2

of 19

WD 06071—GPB—25,000—20-6-49

Serial No.

Asst. Secretaries to Govt.

15) Submitted for perusal.

The reply from the Govt. of India is awaited.

Sd/ 5.5.50.

Repce. forms 8, 10, and 11.

Chief Secy)

16) Asst 8.5.50

17) 8/5/50 Asst 8/5/50

Letter No. 1918. Adm/50. dt 23/5/50 from the G/I. forwards a copy of Central Scott Service Reorganisation and Reinforcement Schemes.

Order of Chief Secy on the letter

18) "Ack. & put up please".

19) Draft of ack. in put for approval. ~~Accordingly note recd. with regret the receipt of the letter from G.O.I.~~

Asst 25/5.

Sd/ 25.5.50.

20) Issue & put up

Asst 25/5/50.

Issued No. 3545/CB. dt 26/5/50.

To the Secy to G.O.I. acknowledging the receipt of the above

Submitted.

The procedure followed in the Madras State and in the Central Scott are for perusal

Asst 26/5

Sd/ 26.5.50.

P.T.O

D S

NOTE—Contn. Sheet.

Representation of the Secrt - Bro waters

File No. 982/CB of 19 . | General and Revenue Secretariat

Serial No.

Submitted.

This file was linked to D.No. 2271 - another file re: Transfers of Asst Secretaries as some of the references in this file were to be put up for reference to that file also that file has been ordered to be put up ~~in~~ Delhi by the Chief Secretary. Though this file was also put up for orders along with that, orders were passed only on that file. This file which was linked to that was ~~to be~~ not perused.

Submitted for perusal with reference to paragraph 2a above

For perusal.

H 10/50

H. 10.50. According to the Govt order recently issued the posts of Asst Secretaries to Govt will be filled up on 50:50 basis by officers belonging to the Civil Service and by the officers promoted from the Subordinate ranks of the Secretariat. No further action is called for. The file will be Closed after perusal.

Chief Secy

5/10/50

May be ordered

be filed after perusal.

Chief Secy

Kca

11/10/50 14/10

CHIEF SECRETARY 6276 6 OCT 1950 GOVT. OF MYSORE

Office of the Chief Minister No. 5205 Date of Receipt 7/10/50

16/10

6/10

JCMR 6/10/50.

CHIEF SECRETARY 4076 16 OCT 1950 GOVT. OF MYSORE

4427
CB

THE MYSORE SECRETARIAT ASSOCIATION

K.Khader Mohieddin,M.Sc.(Cal),
President:

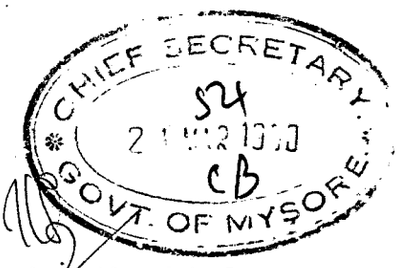
S.Nagesha Rao,B.A.
Secretary:

OLD PUBLIC OFFICES

Bangalore 20th March 50

To

The Chief Secretary
to the Government of Mysore,
Bangalore.



Sir,

I am desired to bring the following for the kind consideration of Government and request for early orders thereon.

At present the distribution of posts of Assistant Secretaries to Government is as follows.-

Civil Service.-

1 Sri G.V.K. Rao, Under Secretary, Home Branch.
2 Sri G.A.Narayan Setty, Asst.Secy.,Revenue "
3 Sri M.Mallesia, Asst.Secretary, Development "
4 Sri C.Ramaswamy, Registrar
5 Sri H.L.Nage Gowda, Asst.Secretary,Education "
6 Sri H.M.Srinivasiya, Private Secretary to the Chief Minister.

Technical.-

1 Sri M.K.Varadarajan, Asst.Secretary, Legislation
2 Sri G.Natarajan, Under Secretary, Law
3 Sri H.Puttaswami, Under Secretary, Public Works
4 Sri B.H.Srikantia, Assistant Secretary, Railways & Electrical (place to be abolished fr.1-4-50)

Non-Civil Service.-

1	Sri C.Nanjaraja Iyengar,	Asst.Secy.,	A.F.Branch
2	Sri G.Ramachander Rao,	do	Municipal Br.
3	Sri M.Rama Rao	do	Medical Br.
4	Sri M.K.Ramanna	do	Supplies Br.
5	Sri P.Honnappa	do	Traffic Board
6	Sri K.M.Ramakrishniya	do	C.B.
7	Sri B.V.Nanjundia	do	Local Boards
8	Sri S.Krishnamurthy	do	Financial Br.
9	Sri K.Sankaran Nayar	do	Sp.Revenues Br.
10	Sri S.G.Narasimhiya, (Tenure appointment)	do	Labour Branch

Thus it may be seen that excluding Mr.K.Sankaran Nayar who was absorbed from the Residency staff and the tenure appointment of Mr.S.G.Narasimhiya, only eight of the twenty appointments of Assistant Secretaries to Government have been thrown open for promotion of Secretariat officials. This Association has been requesting Government all along for at least throwing open 50 percent of the posts of Assistant

Secretaries to Government in view of the heavy stagnation in the Secretariat. The benign Government no doubt threw open a few places last year but have not been kind enough to give the fifty percent asked for. In this connection, Sir, I may be allowed to bring to your kind notice the serious state of stagnation in the grade of the Superintendents in the Secretariat.

I am to humbly request Government to kindly consider our request favourably and grant fifty percent of the Assistan Secretary's places for promotion of Secretariat staff.

Yours faithfully,

President,
Mysore Secretariat Association.

THE MYSORE SECRETARIAT ASSOCIATION.

K.Khader Mohieddin,M.Sc.(Cal),
President,

S.Nagesha Rao,B.A.
Secretary.

Old Public Offices,
Bangalore,
20th March 50

No. J.5234

To

The Chief Secretary
to the Government of Mysore,
Bangalore.

Sir,

I am desired to bring the following for the kind consideration of Government and request for early orders thereon.

At present the distribution of posts of Assistant Secretaries to Government is as follows.-

Civil Service.-

1 Sri G.V.K. Rao, Under Secretary, Home Branch.
2 Sri G.A.Narayan Setty, Asst.Secy., Revenue "
3 Sri M.Mallesia, Asst.Secretary, Development "
4 Sri C.Ramaswamy, Registrar
5 Sri H.L.Nage Gowda, Asst.Secretary, Education "
6 Sri H.M.Srinivasiya, Private Secretary to the Chief Minister.

Technical.-

1 Sri K. .Varadarajan, Asst.Secretary, Legislation
2 Sri C. atarajan, Under Secretary, Law
3 Sri M.Puttaswami, Under Secretary, Public orks
4 Sri B.P.Prikantia, Assistant Secretary, Railways & Electrical (place to be abolished fr.1-4-50)

Non-Civil Service.-

1	Sri C.Ranjaraja Iyengar,	Asst.Secy.,	L.S.W.Branch
2	Sri G.Ramachander Rao,	do	Municipal Br.
3	Sri M.Rama Rao	do	Medical Br.
4	Sri M. .Ramanna	do	Supplies Br.
5	Sri P.Honnappa	do	Traffic Board
6	Sri K. .Ramakrishniya	do	C.B.
7	Sri B.V.Nanjundia	do	Local Boards
8	Sri S.Krishnamurthy	do	Financial Br.
9	Sri K.Sankaran Nayar	do	Sp.Revenues Br.
10	Sri S.G.Narasimhiya, (Tenure appointment)	do	Labour Branch

Thus it may be seen that excluding Mr.K.Sankaran Nayar who was absorbed from the Residency staff and the tenure appointment of Mr.S.G.Narasimhiya, only eight of the twenty appointments of Assistant Secretaries to Government have been thrown open for promotion of Secretariat officials. This Association has been requesting Government all along for at least throwing open 50 percent of the posts of Assistant

Secretaries to Government in view of the heavy stagnation in the Secretariat. The benign Government no doubt threw open a few places last year but have not been kind enough to give the fifty percent asked for. In this connection, Sir, I may be allowed to bring to your kind notice the serious state of stagnation in the grade of the Superintendents in the Secretariat.

I am to humbly request Government to kindly consider our request favourably and grant fifty percent of the Assistant Secretary's places for promotion of Secretariat staff.

Yours faithfully,

K.Khader Mohieddin,
President,
Mysore Secretariat Assbciation.

Copy submitted to
the Hon'ble Minister for Law and Labour.

K Mohieddin
President,
Mysore Secretariat Association.

222/CB

THE MYSORE SECRETARIAT ASSOCIATION.

K.Khader Mohieddin, M.Sc.(Cal),
President,

S.Nagesha Rao, B.A.
Secretary.

Old Public Offices,
Bangalore,
20th March 50

P: 5340 To
24/3/50

1089

The Chief Secretary
to the Government of Mysore,
Bangalore.

21.3.50.
Chief Secy
W/C.

4/4/50

Sir,

I am desired to bring the following for the kind consideration of Government and request for early orders thereon.

At present the distribution of posts of Assistant Secretaries to Government is as follows.-

Civil Service.-

1 Sri G.V.K. Rao, Under Secretary, Home Branch.
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4 Sri C.Rameswamy, Registrar
5 Sri H.L.Nage Gowda, Asst.Secretary, Education "
6 Sri H.C.Srinivasiya, Private Secretary to the Chief Minister.

Technical.-

1 Sri [illegible]Varadarajan, Asst.Secretary, Legislation
2 Sri D.Natarajan, Under Secretary, Law
3 Sri M.Puttuswami, Under Secretary, Public Works
4 Sri [illegible]V.Srikantia, Assistant Secretary, Railways & Electrical (place to be abolished fr.1-4-50)

Non-Civil Service.-

1	Sri C.Ranjaraja Iyengar,	Asst.Secy.,	A.R.Branch
2	Sri G.[illegible]Chandra Rao,	do	Municipal Br.
3	Sri [illegible]Rama Rao	do	Medical Br.
4	Sri [illegible].Hanumanna	do	Supplies Br.
5	Sri P.Honnappa	do	Traffic Board
6	Sri [illegible]Venkatakrishniya	do	C.B.
7	Sri B.V.Ranjundia	do	Local Boards
8	Sri [illegible].Krishnamurthy	do	Financial Br.
9	Sri K.Sankaran Nayar	do	Sp.Revenues Br.
10	Sri [illegible].C.Narasimhiya, Kadur	do	Labour Branch (Tenure appointment)

Thus it may be seen that excluding Mr.K.Sankaran Nayar who was absorbed from the Residency staff and the tenure appointment of Mr.H.C.Narasimhiya, only eight of the twenty appointments of Assistant Secretaries to Government have been thrown open for promotion of Secretariat officials. This Association has been requesting Government all along for at least throwing open 50 percent of the posts of Assistant

Secretaries to Government in view of the heavy stagnation in the Secretariat. The benign Government no doubt threw open a few places last year but have not been kind enough to give the fifty percent asked for. In this connection, Sir, I may be allowed to bring to your kind notice the serious state of stagnation in the grade of the Superintendents in the Secretariat.

I am to humbly request Government to kindly consider our request favourably and grant fifty percent of the Assistant Secretary's places for promotion of Secretariat staff.

Yours faithfully,

K.Khader Mohieddin,
President,
Mysore Secretariat Association.

Copy submitted to
the Hon'ble Minister for Revenue.

Mohieddin

President,
Mysore Secretariat Association.

813-814/CR

19-4-50.

To

1. The Secretary to the Govt. of India,
Ministry of States, NEW DELHI.

2. The Chief Secretary to the Govt. of Madra,
M A D R A S.

Sir,

I am directed to request that if there is no objection, a copy of the Rules framed by the Central Government/Madras Government for filling up the posts of Assistant Secretaries and Under Secretaries to Government may kindly be made available for refce.

I am to request that, in particular, —

information as regards the percentage if any, ear-marked for being filled up by the subordinate rank, of the Secretariat may kindly be intimated. Also, whether any examination or test is prescribed before making selections. The procedure followed in filling up the places of Asst. Secretaries relating to technical Depts. like P.W., Electrical etc. may also be intimated.

An early reply is requested.

Yours faithfully,

17-4-50.

Chief Secretary to Govt

17.4.50.

580/ers

GOVERNMENT OF MADRAS.
PUBLIC (SERVICES) DEPARTMENT.
-:-
Letter No.1829/50-1.

From

SRI K. RAMUNNI MENON, I.C.S.,
Chief Secretary to the Government of Madras.

To

The Chief Secretary to the Government of Mysore,
BANGALORE. (with copy of rules relating to Class IX - Madras General Service).

Dated, Fort St. George, Madras, the 1st May 1950.

Sub:- PUBLIC SERVICES - Provincial Service - Secretariat - Appointment of Assistant Secretaries.
Ref:- Your letter No.813-814/CB, dated 19th April 1950.

- - - -

Sir,

I am directed to enclose a copy of the rules governing the conditions of service, appointment, etc. of the Assistant Secretaries to Government. The selection of Assistant Secretaries is made through the Madras Public Service Commission.

The posts of Under Secretaries under this Government are reserved for members of the I.C.S. and I.A.S.

CHIEF SECRETARY
3 MAY 1950
GOVT. OF MYSORE

Yours faithfully,

(P.K. Hanumantha Rao),
for CHIEF SECRETARY TO GOVERNMENT.

RSI/5.

Extract from the Madras General Service:

CLASS IX - ASSISTANT SECRETARIES TO GOVERNMENT.

1. CONSTITUTION:- This class shall consist of Assistant Secretaries to Government.

2. APPOINTMENT:- Appointment in any department other than the Legal Department shall be made by transfer --

(1) from among Superintendents (full members and approved probationers) of the Madras Secretariat Service in the department in which the vacancy occurs; or
(2) from among Superintendents (full members and approved probationers) of the Madras Secretariat Service in any other department; or
(3) if the Provincial Government so direct, frmong among full members and approved probationers of any other service which the Provincial Government may specify;

Appointment in the Legal Department shall be made --

(a) by transfer from among Superintendents (full members and approved probationers) in that department; or
(b) by transfer from among Superintendents (full members and approved probationers) of the Madras Secretariat Service in any other department; or
(c) if the Provincial Government so direct, by transfer from among full members and approved probationers of the Madras Subordinate Civil Judicial Service; or
(d) if the Provincial Government so direct, by direct recruitment.

2.A:- Senior Assistant Secretary in the Finance Department:- One of the posts of Assistant Secretaries in the Finance Department shall be designated Senior Assistant Secretary and appointment to it shall be made from among the other Assistant Secretaries in that department on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

3. QUALIFICATION:- (a) A candidate for appointment as Assistant Secretary to Government in the Legal Department must possess the following qualifications:-

(1) Must be a Barrister or a member of the Faculty of Advocates in Scotland; or
(2) (i) must hold a degree in Law of a University in the Province; and
(ii) must have passed the Apprentices' Examination of the Madras High Court or the examination in the Law of Practice and Procedure of the Madras Bar Council; and
(3) if recruited direct, must not have completed 35 years of age on the first day of July of the year in which the selection is made.

(b) A candidate for appointment as Assistant Secretary in any department (other than the Legal Department) by transfer from the Madras Secretariat Service in any other department, or by transfer from any other service must have had previous experience in dealing with some of the subjects with which he will deal as Assistant Secretary.

4. PROBATION:- Every person appointed as Assistant Secretary to Government other than a person appointed by direct recruitment in the Legal Department shall from the date on which he joins duty, be on probation for a total period of one year within a continuous period of two years. A person appointed by direct recruitment as Assistant Secretary to Government in the Legal Department shall from the date on which he joins duty, be on probation for a total period of two years on duty within a

continuous period of three years.

5. UNIT OF APPOINTMENT:- The provisions of general rules 6,7 and 25(a) governing the right of probationers and approved probationers to reappointment, discharge and reappointment of probationers and approved probationers and appointment of full members shall apply separately to each department.

6. Tenure of appointment of Assistant Secretary recruited by transfer from any service other than the Madras Secretariat Service

(a) Appointment of a member of any service other than the Madras Secretariat Service as an Assistant Secretary to Government shall be for such period as the Provincial Government may consider necessary.

(b) A member of any service other than the Madras Secretariat Service appointed as an Assistant Secretary to Government shall not by reason only of such appointment cease to be a member of the service from which he was appointed nor shall such appointment confer on him any claim to substantive appointment as an Assistant Secretary to Government or to ~~a~~ appointment thereto in any subsequent acting or temporary vacancy.

--:--

/True Copy/.

R81/5

SUPERINTENDENT.

continue for a period of three years.

5. LIST OF APPROVED MEDICAL:- The provisions of Section 6, sub-section 2(a) and 2(b) governing the right of Probationers and Apprentices to peripheries to resignations, discharges and reappointment of Probationers and approve periods of Probation and appointment of Full members shall apply separately to each department.

6. Tenure of appointment of Assistant Secretaries requiring on transfer from any service other than the Indian Secretariat Service

(a) Appointment of a member of any service other than the Indian Secretariat Service as an Assistant Secretary to Government shall be for such period as the Provincial Government may consider necessary.

(b) A member of any service other than the Madras Secretariat Service appointed as an Assistant Secretary to Government shall not by reason only of such appointment come to be a member of the service from which he was appointed nor shall such appointment confer on him any claim to substantive appointment as an Assistant Secretary to Government or to appointment thereto in the ordinary course during acting or temporary vacancy.

---:---

/True Copy/.

RM\e

Appendix F. G.—1]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the 19 .

Date of issue.....

Signed by.....

List of enclosures.....

Copied by.....

Examined by.....

Section

File No.

Serial No.

No.

To

The Secy to Govt of India,
Ministry of States -
New Delhi.

Sir,

I am directed to acknowledge with thanks, the receipt of a copy of the Central Secretariat Service, Re-organisation and reinforcement scheme sent with your letter No. D. (918 - Adm/50 dt 23 May 50

Yours faithfully

for Chief Secy to Govt

Dy
25/5/50.

25.5.50.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

General and Revenue Secretariat,

No. 3545 TS

Dated, Bangalore, 25th May .....1950.

26

FROM

The Chief Secretary to the Government of His Highness the Maharaja of Mysore.

To

The Secretary to the Government of India,
Ministry of States,
NEW DELHI.

Sir,

I am directed to acknowledge with thanks the receipt of a copy of the Central Secretariat Service, Re-organisation and Reinforcement Scheme sent with your letter No.O.1918-Adm/50 dated 23 May 1950.

Yours faithfully,

26/5/50

For Chief Secretary to Government.

SECRET

For Official use only

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

REORGANISATION AND REINFORCEMENT SCHEME

CENTRAL SECRETARIAT SERVICE

NEW DELHI,
19th July 1948.

CENTRAL SECRETARIAT SERVICE (REORGANISATION & REINFORCEMENT) SCHEME

I.—Preliminary

1. The Central Secretariat Service (referred to as "the Service") will be reorganised in the manner described in this memorandum. The posts, borne on the cadre of the Service (referred to as "Duty Posts"), will be settled as described in Section II. The authorised strength of the Service and different grades therein will be regulated in relation to the duty posts as described in Section III. Initial constitution of the Service, as reorganised, will be made as described in Section IV. The Service will be maintained in future—that is to say, recruitment, training, promotions and transfers, leave, deputations, pay scales and other conditions of service, will be regulated as described in Section V.

II.—Schedule of Duty Posts

2. Duty Posts will be divided into one or other of three categories as below :—

Category A—Branch Officer.

Category B—Section Officer.

Category C—Assistant.

3. All posts in the Central Secretariat (present and future), the functions attached to which are those of the posts at present designated as either Under Secretary or Assistant Secretary, will be classified as duty posts of Category A—unless specifically declared to be Excluded Posts.

4. All posts in the Central Secretariat (present and future), the functions attached to which are the same as those of the posts at present designated as either Superintendent or Assistant-in-charge will be classified as Duty Posts of Category B—unless specifically declared to be Excluded Posts.

5. All posts in the Central Secretariat (present and future), the functions attached to which are those of the posts at present known as Assistants will be classified as Duty Posts of Category C.

6. (i) (a) Any post which is classifiable as a Duty Post of Category A may be declared to be an Excluded Post if such post is required to be reserved as a junior duty post to be filled by officers of the Indian Administrative Service or any Central Service, Class I.

(b) Any post which is classifiable as a Duty Post of either Category A or Category B may be declared to be an Excluded Post, if the functions attached to such post are such as to render it essential that persons possessing specified technical or specialist qualifications should hold it.

(ii) The declaration of any post as an Excluded Post will require the concurrence of the Ministry administratively concerned and the Ministry of Home Affairs. Upon such declaration and as long as the declaration is in force, Excluded Posts shall be deemed not to be Duty Posts.

7. (i) Any other post in the Central Secretariat or any Attached Office may be declared to be an *Included Post*, if the following conditions are fulfilled, *viz.*—

(a) such post is below the rank of Deputy Secretary and of not less rank than Assistant,

(b) the functions attached to such post are such as to require that the holder of the post should possess substantially the same qualifications, training and experience as those necessary for the holders of Duty Posts in the Central Secretariat,

(c) persons performing the functions attached to such posts are likely to be better fitted thereby efficiently to perform the functions attached to Duty Posts in the Central Secretariat, and

(d) such post is either permanent or semi-permanent and not purely temporary.

(ii) The declaration of any such post as an Included Post will require the concurrence of the Ministry administratively concerned, the Ministry of Finance, and the Ministry of Home Affairs. Upon such declaration, and as long as declaration is in force, Included Posts will be deemed to be Duty Posts.

8. All Duty Posts will be classified as one or other of three types, *viz.* permanent posts, or semi-permanent posts, or purely temporary posts. The classification will be revised annually. The distinction between them is as follows:—

Permanent Posts.—These are posts for which financial sanction has been accorded on a permanent basis.

Semi-permanent Posts.—These are posts which are not permanent, nor purely temporary in the sense defined below.

Purely Temporary Posts.—These are posts for which financial sanction has been accorded on a temporary basis and which are not expected to be or have not been retained for a period of 3 years following the date on which the classification is made or revised.

9. (i) The Ministry of Home Affairs will, after making necessary enquiries prepare a Schedule of Duty Posts.

(ii) The Schedule will show in respect of each Ministry—

(a) the total number of Duty Posts of each category under the administrative control of each Ministry,

(b) how many of such posts are Permanent, Semi-Permanent, or Purely Temporary Posts, and

(c) particulars regarding Excluded Posts and Included Posts, if any under the administrative control of each Ministry.

(iii) The Schedule thus prepared will be revised annually and will provide the basis on which the authorised strength of the Service and of different grades therein will be determined.

III.—Grades and Authorised Strength

10. There will be four Grades of Members of the Service, as shown below :

Grade I—Under Secretary.

Grade II—Superintendent.

Grade III—Assistant Superintendent.

Grade IV—Assistant.

The designations of Assistant Secretary and Assistant-in-charge will cease to exist. Grade IV will, as at present, be Class II and Non-Gazetted. The new grade of Assistant Superintendent will be that of a Gazetted Class II officer. Officers of Grades I and II will be Class I officers.

11. All Duty Posts of Category A should be filled either by Under Secretaries, or by Superintendents placed in charge of such posts.

12. All Duty Posts of Category B should be filled either by Superintendents, or by Assistant Superintendents placed in charge of such posts.

13. All Duty Posts of Category C should be filled by Assistants; or by Assistant Suprintendents who are directly recruited, and who on completion of their training, are placed in charge of Duty Posts of Category C in order to acquire experience therein.

14. The following scale of posts and authorised establishment under the control of a Deputy Secretary of the Government of India will be known as a *Standard Secretariat Division :*

Scale of Duty Posts			*Scale of Authorised Establishment*		
Category A	Branch Officers	2	Grade I	Under Secretaries	2
Category B	Section Officers	4	Grade II	Superintendents	3
Category C	Assistants	18	Grade III	Assistant Superintendents	3
		24	Grade IV	Assistants	16
					24

It is not intended that the organisation of the Central Secretariat should, in all Ministries, be immediately remodelled into a fixed number of Standard Secretariat Divisions on this scale. It is intended to be kept in mind as the type of establishment representing the normal charge of a Deputy Secretary in the Central Secretariat. It will also be the UNIT in terms of which the Secretariat quota of the *Authorised Permanent Strength of the Service* will be fixed.

NOTE.—It will be the aim of reorganisation to secure a saving of man-power as well as a saving in cost of establishment. Thus the normal output of work expected from a pre-war establishment, consisting of an Under Secretary, an Assistant Secretary, four Superintendents and 24 Assistants would constitute the normal output of a standard Secretariat Division, as reorganised, consisting of two Under Secretaries, three Superintendents, three Assistant Superintendents, and 16 Assistants.

15. The Authorised Permanent Strength of the Service will be fixed by the Ministry of Home Affairs, with the concurrence of the Ministry of Finance, in accordance with the provisions of this scheme. It will consist

of a *Secretariat Quota* and a *Non-Secretariat Quota*. In fixing the authorised permanent strength, it should be remembered that the establishment requirements of the Central Government cannot at present be estimated with certainty except for a few years ahead, and that conditions which cause this uncertainty are likely to persist for a considerable time. At the same time it is essential from the point of view alike of economy and efficiency that as large a proportion as possible of the members of the Service should be recruited on a permanent basis. A flexible system of fixation of Authorised Permanent Strength will therefore be followed. It will be based on the following principles, *viz.*—

(i) It should be assumed that a number of posts equal to half of the total number of semi-permanent posts is likely to be continued indefinitely in one form or another; and should be provided for in the permanent strength. All the Purely Temporary Posts and one-half of the Semi-Permanent Posts should be ignored for purposes of determining the permanent strength.

(ii) The Authorised Permanent Strength fixed on these assumptions, should be reviewed *once in every three years*, and refixed, if found necessary, with reference to changes which might occur in the Schedule of Duty Posts. If, as a result of any such triennial refixation, the Authorised Permanent Strength is reduced, effect should be given to such reduction by equivalent reduction in the following triennium of the rate of direct recruitment to the Service and promotions from grade to grade. The rights of members appointed to the Service on a permanent basis will not be prejudiced by any revision of permanent strength, effected subsequent to such appointment.

16. *Fixation of Secretariat Quota.*—This will be fixed as the equivalent of a prescribed number of Standard Secretariat Divisions. The method by which this number will be settled is described below. Let A_1 be the number of Permanent Posts and A_2 the number of Semi-Permanent Posts of Category A (Branch Officers). Let B_1 be the number of Permanent Posts and B_2 the number of Semi-Permanent Posts of Category B (Section Officers). Let N be the number of Standard Secretariat Divisions provided for in the Secretariat Quota of the Authorised Permanent Strength. It is necessary that there should be a sufficient number of permanent officers of the Grades required for manning $A_1 + B_1 + \frac{1}{2}(A_2 + B_2)$ posts. The composition of a Standard Secretariat Division is such that one Division would provide 6 such officers *viz.* 2 Under Secretaries, 3 Superintendents, and one Assistant Superintendent of sufficient seniority to be placed in charge of a Section. Hence N will be determined by the formula—

$$N = \frac{1}{6}(A_1 + B_1) + \frac{1}{12}(A_2 + B_2)$$

The numbers in different grades will then be as follows.

Grade I	..	Under Secretaries	2N
Grade II	..	Superintendents	3N
Grade III	..	Assistant Superintendents	3N
Grade IV	..	Assistants	16N

The number of Assistants thus arrived at will be somewhat short of the requirements of the permanent and half of the semi-permanent posts in the Central Secretariat. This, however, will be adjusted in time by gradual diminution of the relative proportion of Assistants to gazetted officers

17. *Non-Secretariat Quota.*—This will represent first the number required to man Included Posts (*vide* para. 7 above) and secondly the number of officers who will be either on leave or required to be on deputation to posts other than Duty Posts. The number required for the former purpose will be fixed at the actual number of included posts which are permanent and half of the number of semi-permanent posts in the different grades concerned. The number required for the latter purpose will be fixed at 3N and distributed among the different Grades as follows:

$\frac{N}{4}$ in Grade I

$\frac{N}{2}$ in Grade II

$\frac{3N}{4}$ in Grade III, and

$\frac{3N}{2}$ in Grade IV

N being calculated as in para. 16 above.

18. In addition to the Authorised Permanent Strength temporary additions to the strength of the Service may be made to such extent as may be found necessary for manning all Duty Posts and enabling officers to be on training, leave or deputation to posts other than Duty Posts. Such temporary additions should not, however, be made to Grade I or II. The additions required in these Grades will be made in Grade III; while all other additions will be made in Grade IV.

IV.—Initial Constitution of the Service

19. After the Authorised Permanent Strength of the Service (as well as of each of the four Grades therein) is determined as above, the Initial Constitution of the Service will be undertaken. Appointments to Grades I and II will be completed within six months of the date of sanction of the scheme; appointments to Grade III will be completed within eighteen months; and appointments to Grade IV will be completed within thirty months.

20. For purposes of initial constitution of Grades I to III of the Service, a distinction will be made between "Departmental Candidates" and "Outsiders".

(i) "Departmental Candidates" will be defined as consisting of all persons who are in service on the date of sanction of the Scheme, and who then hold or have previously held any of the Duty Posts of Category A or B, as specified in the Schedule of Duty Posts or any other Class I or Class II post in the Secretariat or in an Attached Office. For persons who have a substantive lien in a Class I or Class II post no educational or age qualifications will be prescribed. The other candidates must be graduates and between 27 and 45 years of age.

(ii) "Outsiders" will be defined as consisting of all other persons who are eligible for applying to the Special Recruitment Board, set up for selection of candidates for the Indian Administrative Service and the Indian Police Service; as well as all other persons who are eligible for appearing for the next competitive examination to be held by the F.P.S.C. for the Indian Administrative Service, Indian Police Service, and certain Central Services, Class I.

21. *Grading and Weeding of "Departmental Candidates".*—Each Ministry will prepare a list of 'Departmental Candidates' under its administrative control, divide them under one or other of the three Grades I to

III, for which they are considered suitable, and within each Grade arrange them in an order of preference and indicate which, in their opinion, are unsuitable for permanent appointment in Grade III. The order of preference should be determined on the recommendation of the Departmental Promotion Committees concerned, who should review the qualifications and record of service of departmental candidates and also interview them if necessary. The Graded Lists, together with all the relevant confidential records, should be forwarded through the Ministry of Home Affairs, to the Federal Public Service Commission. The Commission will be requested to review the recommendations and the records, interview such candidates as it may consider necessary, and forward to the Ministry of Home Affairs a Consolidated List of officers whom it considers suitable for appointment to the three Grades I to III, and arrange them in a common order of preference for the Central Secretariat as a whole. Nothing in this grading procedure will affect the right of a permanent member of the present Secretariat Service to appointment in a grade corresponding to the post held by him substantively.

22. Qualifications of candidates, procedure for application, interview and selection by the Special Recruitment Board, will be the same as already prescribed. The Special Recruitment Board will prepare a list of candidates whom it considers suitable for appointment to the Service in any of the three Grades I to III.

23. Before the two lists referred to in paras. 21 and 22 above are finalised, the Special Recruitment Board and the Federal Public Service Commission will meet together and discuss the comparative merits of candidates included in them, and coordinate their respective recommendations.

24. The entire strength of Grades I and II and one-half of the strength of Grade III will be filled up from the Lists referred to in paras. 21 and 22. The remaining one-half of the strength of Grade III will be filled up after the results of the next competitive examination held by the F.P.S.C. for the Indian Administrative Service, etc. become available. There will be no rigid reservation of particular proportions for existing incumbents, outsiders selected by the Special Recruitment Board and outsiders appearing for the next competitive examination. It is broadly anticipated that approximately three-fourths of the total number may be filled by existing incumbents and one-fourth by outsiders so as to maintain reasonable standards of selection for both; and will be so filled if the requisite number of suitable candidates is found from these sources.

NOTE.—'Departmental Candidates' who are graded by the Federal Public Service Commission as suitable for appointment to a Grade but are not appointed thereto on account of sufficient number of vacancies not being available in that Grade, will be absorbed in the next lower Grade.

25. The mode of constitution of Grade IV is as follows:

Assistants who have already been appointed on a permanent basis and are not appointed to a higher grade in the Service as reorganised will be appointed permanently to Grade IV first. The remaining vacancies in Grade IV will be filled by persons who are 'qualified' in terms of the Ministry of Home Affairs Office Memorandum No. 23/20/48-NGS, dated the 25th May 1948. As contemplated in that Memorandum two tests will be held by the Federal Public Service Commission in which the temporary 'qualifiables' as defined therein will be enabled to qualify for permanent absorption in Grade IV. In the first of the two tests only qualifiable temporary Assistants will be allowed to appear. It would then be considered with reference to the number of vacancies to be filled as well as the number of qualifiable candidates remaining whether, and if so to what extent, the second test should be thrown open partially to the outsiders also.